

## **Important Notice**

Project Report Books (PRB) must be **received in our office no later than July 31, 2003.**

If you have any doubt that your PRB will arrive by July 31, please call and leave a message at (573) 751-5096. They may be mailed to Missouri Community Betterment, P. O. Box 118, Jefferson City, MO 65102, or delivered to the Department of Economic Development, 301 West High Street, Truman Office Building, Rm. 770, Jefferson City.

Address for UPS or Federal Express:

**Missouri Community Betterment**

301 West High, Room 770  
Truman State Office Building  
Room 770  
Jefferson City, MO 65102

### **Other Instructions and Suggestions**

1. Only one Project Report Book (PRB) may be submitted per community or neighborhood. (The PRB should not be enlarged by adding separate binders.)
2. Complete all forms in the Project Report Book (PRB). Unless otherwise specified, please incorporate these forms in the front of your PRB.
3. All pages should be numbered.
4. The PRB should include a table of contents listing the projects by page number.
5. Tabs are desirable, but make sure they are well secured and the indexes cannot fall out of the tabs.
6. Minutes of community betterment meetings can be helpful, but you need not include minutes from all meetings.
7. Rubber cement is found to work better than hard drying glues.
8. Highlight important dates, include articles, write paragraphs, etc. to help educate the judges.
9. Indicate dates on all articles and pictures that you include in the PRB.
10. The Project Report Book receives a great deal of handling from the time of submission to us until its return to you. Therefore, care should be taken that the book is put together well. Select a durable type of paper or plastic for the pages. Your Project Report Book will be returned to you at the MCB conference. You will be informed at the conference when to pick it up.
11. The project summary is an important element in the book. For each project you will need one original and two copies of the summary. Keep the original for your file (you may need it to prepare your presentation for the judges). Put one copy for each project in your Project Report Book immediately preceding the project it describes. Send the other copy to us along with the contact sheet.
12. The contact sheet should be completed and returned in a separate envelope along with the PRB. You may also send your leadership nominations along with the PRB, but please put them in a separate envelope and mark them.

### **A Quick Check Before Mailing**

All of the following should be included in your [packet that we should receive in our office no later than July 31, 2003:

1. Project Report Book
2. Adult and Youth Nomination forms including their documentation in separate envelopes.
3. Contact List
4. One copy of each Project Summary